



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Deputy Public Works Director
Class Code Number	5300

General Statement of Duties

Plans and administers daily operations and maintenance functions for an assigned section of the Public Works department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan and administer daily operations and maintenance functions for an assigned section of the Public Works department. The work is performed under the direction of the Public Works Director/Chief Building Official, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all technical and operational support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field.

Examples of Essential Work (Illustrative Only)

- Develops and administers budgets for the Public Works Operations Division, including acting as the departmental budget coordinator and preparing quarterly government entity diesel fuel tax returns;
- Procures and disposes of City vehicles and equipment, including preparing bid packages and specifications, reviewing and analyzing bids received, preparing agenda bills and bid summaries with recommendations, preparing purchase order requests, and initiating fixed asset management paperwork;
- Operates and maintains the City's Fleet Lease Program, including calculating annual depreciation contributions, preparing individual unit, division, and department rental rates, reviewing actual

- maintenance and operations costs, reviewing vehicle and equipment physical conditions, and participating with other departments to determine vehicle and equipment needs;
- Interacts with insurance companies and adjusters for claims against the City and damage to City property by others;
- Prepares documentation and billing for collection of funds as repayment for damage to City property, vehicles, and equipment;
- Develops, manages, and operates system of tracking labor, equipment, and material costs associated with activities conducted in Facilities Operations, Parks, Sewer Collection, Streets, and Water Distribution sections, including reviewing data for activity cost analysis and budgetary requirements;
- Performs additional administrative duties as required in the absence of the Public Works Director/Chief Building Official;
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of State, Federal, and local regulations pertaining to health, safety, and environment;
- Thorough knowledge of operational characteristics, services, and activities of a comprehensive fleet, field, parks and facilities maintenance program;
- Thorough knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Thorough knowledge of modern and complex principles and practices of program development and administration;
- Thorough knowledge of fleet, streets, water, sewer, parks, and facilities maintenance theory, principles, practices, and their application to a wide variety of services;
- Thorough knowledge of personnel selection, supervision, training, and performance evaluation;
- Thorough knowledge of principles and practices of municipal budget preparation and administration;
- Thorough knowledge of procedures and practices utilized in the construction, repair, and operation of public works facilities, systems, projects, and functions;
- Substantial knowledge of Generally Accepted Accounting Principles;
- Ability to troubleshoot vehicle, water, sewer, parks, and facilities deficiencies;
- Ability to analyze complex programs, documents, and financial reports, including making recommendations for options and improvements;
- Ability to manage, direct, and coordinate the work of supervisory, professional, and technical personnel;

- Ability to provide administrative and professional leadership and direction for the Division;
- Ability to prepare and administer large and complex municipal budgets;
- Ability to prepare clear and concise administrative and financial reports;
- Ability to analyze problems and identify alternative solutions;
- Ability to project consequences of proposed actions and implement recommendations in support of goals;
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Construction Technology, Engineering, or a related field; and
- Considerable (four to six years) experience in construction and maintenance management.

Required Special Qualifications

- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office and field environment.